

Comparisons of Job Characteristics

Focus Occupation: Payroll and Timekeeping Clerks (43-3051)

Associated Occupation: Correspondence Clerks (43-4021)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

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<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Payroll and Timekeeping Clerks (43-3051)

Associated Occupation: Correspondence Clerks (43-4021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.1	17.4	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	16.3	7.3	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	14.9	8.6	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	11.1	11.3	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	8.5	1.4	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Payroll and Timekeeping Clerks (43-3051)

Associated Occupation: Correspondence Clerks (43-4021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Writing	9.2	13.6	9.2	<<	Extensive development of skills in this area may be required
Reading Comprehension	10.7	12.9	11.8	0	Current skill level may be sufficient
Judgment and Decision Making	9.4	11.1	8.1	<<	Extensive development of skills in this area may be required
Time Management	8.9	10.6	9.1	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 94			
Focus Occupation: Payroll and Timekeeping Clerks (43-3051) Associated Occupation: Correspondence Clerks (43-4021)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Expression	9.8	13.3	11.2	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.1	10.8	<	Some improvement in abilities may be required
Near Vision	11.1	12.1	10.8	<	Some improvement in abilities may be required
Speech Recognition	9.9	11.2	10.0	<	Some improvement in abilities may be required
Finger Dexterity	7.6	9.5	5.5	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	7.4	3.6	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 54
Focus Occupation: Payroll and Timekeeping Clerks (43-3051) Associated Occupation: Correspondence Clerks (43-4021)		
Work Activities	Exclusivity of Activity	
Maintain records, reports, or files	5	
Prepare reports	8	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: n/a
Focus Occupation: Payroll and Timekeeping Clerks (43-3051) Associated Occupation: Correspondence Clerks (43-4021)		

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.